

Calhoun County Job Description

DEPUTY COUNTY CLERK II

CLASS NO. 6005

EEOC CATEGORY: Office and Clerical

PAY GROUP: 14

FLSA STATUS: Non-exempt

SUMMARY OF POSITION

Files civil, criminal, probate, and juvenile cases with County and District Courts. Files, certifies, and maintains records of County documents, certificates, and licenses and legal papers.

ORGANIZATIONAL RELATIONSHIPS

1. *Reports to:* Chief Deputy County Clerk.
2. *Directs:* This is a non-supervisory position.
3. *Other:* Has frequent contact with other county personnel and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Acts as Chief Deputy County Clerk when necessary;

Files paternity cases;

Files civil, criminal, probate, and juvenile cases with county and district courts, including issuing subpoenas, setting trial dates, and notifying interested parties;

Indexes, prepares reports, and maintains database records of court cases, records final dispositions and prepares reports of court cases;

Files, processes, and maintains database of bail bonds;

Certifies and files county documents, certificates, and licenses and legal papers;

Attends all Commissioners' Court sessions;

Attends jury trials and visits court on administrative business weekly;

Communicates with law enforcement, legal, and social service agencies, regarding county court cases and records;

Attends various continuing education classes;

Answers department telephones and greets the general public, including giving information and assisting with document requests;

CLASS NO. 6005 (Continued)

Assists other department clerks in any of their duties during absences; and

Performs clerical duties such as sorting and distributing mail, word processing, and typing, filing, copying, and faxing documents.

OTHER DUTIES AND RESPONSIBILITIES.

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office, bookkeeping, and personnel practices and procedures; duties and responsibilities of County Clerk; and legal terminology and procedures of many branches of civil and criminal case law.

Skill/Ability to: operate computer, including word processing and spreadsheet software; read manuals, letters, and memos; communicate effectively, both orally and in writing; interpret policies and procedures; skill to perform basic mathematical functions; and establish and maintain effective working relationships with co-workers and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent plus at least one year of administrative experience, preferably in a governmental setting; *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license.

SIGNATURES

Employee's Signature

Supervisor's Signature

Date

Date

Calhoun County, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calhoun County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Employer.